

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Electrical Engineering Technician III	OFFICE/BRANCH/SECTION MAINT & OPS/ELECTRICAL SYSTEMS/03	
WORKING TITLE ITS Technician	POSITION NUMBER 903-350-3626-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the Supervision of the Senior Transportation Electrical Engineer of the Office of ITS Engineering and Support, the incumbent installs, configures, tests and troubleshoots systems and Intelligent Transportation System (ITS) equipment that are part of the district's Transportation Management System (TMS). The incumbent provides technical support to the Unit's Electrical Engineers and works independently at an advanced journey level, engaging in difficult layout and design work. This includes process control networks, telecommunications systems, microwave communications systems, video display systems, electrical and mechanical systems that are associated with the Transportation Management Center (TMC) and Field Element Network (FEN). The incumbent also prepares, constructs and installs ITS field equipment as part of the district's capital support program. This position assists transportation engineers in the preparation and/or review of plans, specifications and cost estimates for projects installing ITS facilities. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
35% E	Provide advanced journey level support to a transportation engineer, electrical working with electronic, network, telecommunications, electrical and mechanical systems that support the District's Intelligent Transportation System (ITS) Field Element Network (FEN) associated with the district's Traffic Management Center (TMC). Duties include the design, layout, installation, configuration, programming, operation and maintenance support of the following FEN component systems: Internet Protocol (IP) based wide area communications system; Microwave communications system; Various automated highway information systems; Various Automated Safety Warning (ASW) systems; Closed Circuit Television (CCTV) highway surveillance field elements; Vehicle Detection Station (VDS) field elements; Highway Advisory Radio (HAR) field elements; Changeable Message Sign (CMS) field elements; Roadway Weather Information System (RWIS) field elements and field element
25% E	Provide advanced journey level support to a transportation engineer, electrical working with electronic, network, telecommunications, electrical and mechanical systems that support the TMC. Duties include the design, layout, installation, configuration, programming, operation and maintenance of the following complex TMC component systems: CCTV highway surveillance and control system; VDS data collection system; HAR control system; CMS control system; RWIS data collection system; ASW system; Video and audio switching and monitoring system; TMC cable television system; TMC room control system; TMC telecommunications system and TMC electrical power system.
15% E	Provide advanced journey level support to a transportation engineer, electrical on Project Development and Project Delivery / Construction for projects that include ITS facilities, including but not limited to the following: Prepares and receives orders for State Furnished Materials, prepares, constructs and installs state furnished ITS field equipment; Prepares highly complex plans, specifications, and estimates for various ITS field element installations. This includes performing independent field investigations, plotting preliminary site data, securing information from catalogs and/or the internet, preparing complete design/contract drawings, determining quantities and cost estimates, and developing specifications; Provides expert technical support to construction personnel including: inspection, installation, and initial activation of electrical and electronic equipment related to the district's ITS, TMC, and FEN.
10% E	Provide advanced journey level support to a transportation engineer, electrical for the electrical/electronic design and operation of equipment associated with the Districts ITS facilities to ensure proper and reliably functioning systems, including but not limited to the following: reviews and provides comments on plans, specifications and estimates for ITS facilities prepared by other staff

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		and Region Design; installs and configures emergency/back-up power systems in the event of electrical/power failure (generator and/or UPS) for TMC and ITS field elements; coordinates with district information technology staff to ensure continuous operation of the TMC's computers, telephone and network communications system; engages in and provides support for diagnosing and troubleshooting ITS equipment malfunctions; assist in the development and documentation of ITS field element standards, standard designs and practices; assist in the development of integration strategies for equipment and field systems that are connected to the TMC.
10%	E	Maintain vehicle operation records and facilitate preventative maintenance service; maintain ITS unit shop and ITS unit configuration workspace; maintain ITS unit equipment inventory
5%	M	Assist in the identification and evaluation of Intelligent Transportation System (ITS) new technologies for potential application in the district's Traffic Operations Programs. Assist in the preparation of Initial Report for District Approved Projects (IRDAP) for ITS, TMC, and FEN projects. Prepare technical reports and review work contracted to local agencies and consultants pertaining to ITS facilities.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

There are no supervisory duties for this position. However, the incumbent may act in a lead-worker capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have knowledge of the following topics: Principles and practices of electronic and computer technology and theory; telecommunications technology and theory; electrical technology and theory. Implementation of traffic monitoring and control systems, including communications and electronic theory and instrumentation for physical testing and research. Practical application of Intelligent Transportation System (ITS) components and other emerging technologies to address traffic management and public safety issues. Incumbent must also have an understanding of general microwave technology and theory; modern data network and communications systems; effects of weather and time on electrical and electronic equipment and their operation; Uninterruptible Power Supply (UPS) systems; standby power generation systems; power distribution systems; communication systems; audio-visual systems; electrical control schematic and wiring diagrams; engineering technology mathematics; computers and their use; Caltrans Injury and Illness Prevention Program and Department Policies and Procedures.

Incumbent must have the ability to: Inspect the installation and operation of highway ITS components and recommend revisions; read and understand highway plans, drawings, and field data which are related to highway ITS and traffic control devices. Ability to install, configure, test, deploy and troubleshoot complex controller software for various automated highway systems; complex video, data network, instrumentation and audio systems; complex microwave transmission systems and other wireless communications systems. Assist in the preparation of plans, cost estimates, and specifications for ITS projects. Inspect and oversee ITS installations and determine if the product meets specification requirements for functionality and public safety. Implement effective ITS maintenance procedures to meet specified system reliability requirements. Interpret all drawings, plans and specifications of any kind encountered in the work and incorporate electrical, electronic and associated drawings, plans and specifications into general design and contract documents. Prepare as-built plans and document field element network using CADD. Incumbent must also be able to: Analyze situations accurately and take effective action; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively orally and in writing; report the status of work and the completed results; manage time efficiently and be well organized; have a commitment to do what is necessary to complete the job at hand; demonstrate a commitment to continuous improvement of the Districts ITS infrastructure; a commitment to being available for after hours TMC support and other activities via use of personal communication devices such as pagers and cellular phones; maintain a customer focus

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. Errors in judgment, analysis, actions, conduct, directions and decisions could result in inefficient use of resources, employee injuries and death, injuries and death to members of the general public, loss of individual and departmental credibility, poor employee morale and affect the ability of Caltrans to deliver its work program on schedule.

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PUBLIC AND INTERNAL CONTACTS

Contact with the public will be primarily through phone and written contact and requires a professional manner. This position also requires extensive contact within the District and North Region, including Project Development, Program Management, Advanced Planning, Construction, Permits, and Maintenance. Plan reviews will require contact with local agencies and consultants. Contact with Headquarters Traffic will be required on regular basis.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to use personal computers and telephones for long periods of time and will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings. Incumbent will also be required to engage in extensive field work, lifting up to 75 pounds, occasionally driving for long periods and routine exposure to severe winter weather. Incumbent will be required to periodically work at heights in excess of 100 feet above ground level. Incumbent will be required to periodically engage in moderate to heavy construction type activities including: concrete work, ditching and grading, underground conduit installation, tower installation, antenna and associated apparatus installation and general equipment assembly. Incumbent will be required to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

At their base of operations, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors routinely and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold. Incumbent will be required to engage in field work during severe winter weather that routinely requires hiking over snow and manually removing accumulated snow from the work area.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE